

7 December 1973

*Handwritten notes:*  
Sally didn't see  
sent out on  
open memo on  
use of 540a?  
if we did, just  
sketch this on  
the apr of  
the folder.

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NOTE TO :



SUBJECT : Procedures for TDY Travel - Foreign and Domestic

1. With centralization of administrative support for the independent offices and O/DCI it is desirable to establish a travel procedure which is not only effective from the office view point but also permits efficient handling by the Administrative Office. Fortunately procedures and forms have been developed previously within the Agency and need only adoption by the DCI Area.


2. When you, as head of an independent office, authorize travel, a Form 540a "Travel Order Work Sheet" should be prepared by the office. Only such items not available to the Administrative Office from the soft file need be included on the 540a. That is, name, proposed cover and office phone of the traveler, his itinerary, travel duration and any allowances and/or special provisions which should be included in the order with supporting justification. The form should be signed by yourself or a specific designee. In the event of foreign travel, correspondence to the field stations should be prepared by your office. An information copy to the Administrative Office will alert us to the planned travel. ETA messages could be handled the same way.

3. When the Form 540a is received in the Administrative Office, we will prepare a formal travel order for proper coordination and forwarding to the Office of Personnel/Central Processing Branch. We will also certify funds available. Upon return the traveler will be guided to Central Travel Branch to process his accounting and final processing by Central Processing Branch.

4. To the extent you deem necessary the Administrative Office will maintain a "TDY Standby Roster" of those officers to be available for immediate TDY travel. We will insure that passport and medical clearances are up to date at all times for these people.

5. With regard to car rental, all personnel should be aware that Agency policy, while permitting use where necessary, requires justification for each use. When a rental vehicle is necessary the justification should be included on the form 540a (Request for Travel).

6. When rental is authorized, employees should use economy vehicles and to the extent possible a vehicle from one of the less expensive companies. Mileage incurred for personal use must be absorbed by the employee. Most rental agencies also permit a discount to Government employees on official business. You are reminded that the Government is a self-insurer and that insurance is not reimbursable except when charged as part of the rental fee. The employee may choose to take out insurance at his personal expense to cover personal use.

  
Administrative Officer, DCI

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5 November 1973

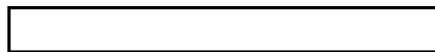
MEMORANDUM FOR:



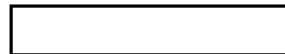
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SUBJECT : Office Instruction No. 3

In the course of the next months there will likely be cause to task USIB committees for specific evaluation and follow up on matters of DCI/IC involvement. All such tasking should pass through my office and be prepared in a formal request for D/DCI/IC signature.



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Principal Deputy for Program Development  
and Operations, IC Staff

cc: Executive Secretary, USIB/IRAC

IC/JMC:ibm

Distribution:

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(1) - JMC subject

1 - JMC chrono

5 November 1973

MEMORANDUM FOR: 

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SUBJECT : Office Instruction No. 2

As a standard operating procedure, all matters moving from the IC groups to the D/DCI/IC will be routed through me or discussed with me enroute.



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Principal Deputy for Program Development  
and Operations, IC Staff

IC/JMC:ibm

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5 November 1973

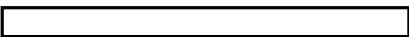

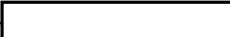
MEMORANDUM FOR:



SUBJECT : Office Instruction No. 1


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1. This will formally establish that a staff meeting will be held in my office at 8:45 a.m. Monday, Wednesday and Friday of each week for the purpose of integrating our work, providing feedback to one another on our activities, review specific program matters and products, and to pass along DCI or D/DCI/IC's instructions on our work.

2. The meetings at present will be limited in attendance to the Group Chiefs, the USIB Secretary,   
. Group Chiefs may invite additional representation but should notify  so that accommodations can be arranged.

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Principal Deputy for Program Development  
and Operations, IC Staff

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